



MRC External Job Posting

JOB TITLE: Community Supports Instructor (non-program mgmt.)

REPORTS TO: Community Supports Unit Manager

POSTING DATE: 3/25/2011

JOB FUNCTIONS: Responsible for providing community based programming and skill building opportunities that ensure individuals served access and develop relationships within the community. Promote community inclusion, independence and leadership to assigned consumers. Follows individuals served objectives, behavior plans and interventions, and follows procedures for ensuring safety in the community. Provides transportation to individuals served during hours of operation.

DUTIES:

- Provide community based and classroom activities ensuring individuals served access and develop relationships with their community in large and small group settings.
- Ensure consumer safety in the community.
- Follow established procedures for completing daily and weekly billable sheets.
- Follow consumer objectives, behavior plans, or interventions as needed.
- Daily document individuals served progress towards identified goals.
- Follow established procedures for accessing funds through MRC accounts.
- Provide skill building opportunities that promote community inclusion, independence and productivity.
- Protect the rights of individuals served by maintaining confidentiality and by adhering to the Michigan Mental Health Code, including prompt reporting of any violations or concerns.
- Intervene with individuals displaying inappropriate behaviors and when required, use the approved physical intervention techniques.
- Complete incident reports and accident reports in a timely fashion and in accordance with agency policy.
- Attend regular unit and staff meetings and provide input into programmatic issues.
- Perform lunchroom and attendance duties and bus monitoring duties as scheduled.
- Provide personal care and restroom assistance when necessary.
- Provide transportation to individuals served during operational hours as required, adhering to all traffic laws and rules of the road.

KNOWLEDGE, SKILLS & ABILITIES:

- High School Diploma or equivalent
- Experience and/or education working with individuals with disabilities strongly preferred.
- Ability to be creative and flexible in teaching activities for consumers.
- Must have problem solving skills and judgment sufficient to recognize and initiate appropriate response to emergency and non-emergency situations independently.
- Must be able to tolerate high stress situations and have human relations skills sufficient to interact effectively with a wide range of people.
- Must be able to work unsupervised.
- Must be able to transport consumers in agency vans and/or personal vehicles.

WORK CONDITIONS:

- Must be able to tolerate extreme hot, cold, and/or humid conditions when on particular community outings.

- Must be able to tolerate prolonged standing and walking.
- Must possess visual discrimination sufficient to respond to safety signals and other signs in the community.
- Must be able and willing to provide personal care and physical intervention (MANDT) techniques when necessary.

ADDITIONAL REQUIREMENTS:

- Valid Michigan driver's license, excellent driving record, and ability to obtain chauffer's license required.
- Availability of licensed, insured vehicle for use on the job required.

HOURS: Full-time (30 – 40 hours per week)

PAY RANGE: \$8.40 – 11.37 per hour

TO APPLY: Email cover letter and resume to hr@mrcindustries.org or mail to:
Human Resources
MRC Industries, Inc.
2538 S. 26th Street
Kalamazoo, MI 49048

DEADLINE: April 8, 2011 – 5:00 p.m.